

OPTII
5010-104
UNITED STATES GOVERNMENT

Memorandum

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TO : Director of Training

DATE: 17 March 1965

FROM : Personnel Officer, OTR

SUBJECT: BI-Weekly Activity Report #5

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

Summer Employees

In compliance with instructions from the Deputy Director for Support for specific justification of each request for temporary summer help, PO/TR requested and has now received supporting information from all interested OTR components. A total of nine requests for summer employees has been received. By OTR component, the request breakdown is as follows:

A memorandum outlining OTR requirements is being prepared for transmission to the Director of Personnel via the Office of the DDS.

New OTR Careerist

As a result of the recent exchange of positions the Office of Training gained a GS-09 position from ORR currently occupied by [redacted] PO/TR will review the qualifications of [redacted], who is a GS-08, with a view toward consideration of his future acceptance into the OTR Career Service.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Reassignments

1. [] has been assigned to us as [] replacement. [] indicate that he will enter on duty [] on approximately 15 July 1965.

5. [] FRQ has been forwarded to the Logistics career service. It makes him available in August of this year and advises Logistics that we will not require a replacement from them.

6. [] checked out of OTR on Friday, 12 March 1965, for assignment []

7. A friend of [] in DDS&T referred a [] to us for possible assignment to this building. [] interviewed [] (a GS-05 typist) on Monday, 15 March 1965, for the vacancy in PO/TR. Prior to the interview, [] called [] (her former supervisor) and he gave her a very favorable recommendation. She has been accepted and will report to us on or about 5 April 1965.

Reassignment Possibilities

1. [] LWOP will end on March 18 . In view of her past training and her projected graduate degree in Mathematics, the [] Division of DDS&T is actively interested in her for an assignment. Since her schooling will not end until June, PO/TR has prepared a personnel action extending her LWOP for four months.

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3. [] a Logistics careerist, is being recommended to OTR as a replacement for [] is tentatively scheduled to depart in July. [] file will be reviewed by PO/TR in the next few days.

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5. [] was rejected by OCR along with several other candidates for a vacancy in OCR. However, [], in his new position, arranged an interview for [] with DDS&T/PO, today. If this fails, [] file will be considered by the Office of Finance.

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6. At the request of [] file has been referred to [] in WH Division.

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declassification

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 attended  CIA Review briefing on Tuesday, 9 March 1965.

Return to Duty

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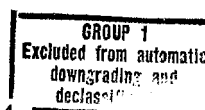
 returned to her former position as  secretary on Monday, 15 March 1965.

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